

When any firearm is found unattended in the library or on library property, brought to the attention of staff, or brought to the Circulation desk the following rules shall apply:

1. The firearm will be turned over to the Director or the Staff member in charge.
2. The Firearm will be placed in a secure drawer or the safe.
3. Local Law enforcement will be called and upon arrival, the firearm will be turned over to them.
4. At no time will staff turn over a firearm whether loaded or unloaded to anyone other than Law enforcement.
5. Staff will document the incident using an incident report form.

Library staff will comply with any reasonable request made by Law enforcement.